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10.02.2025



GENERAL INFORMATION

OSCE PARLIAMENTARY ASSEMBLY 32nd ANNUAL SESSION

Porto – Portugal

June 29 – July 3, 2025

Venue

Alfândega do Porto Congress Centre
Rua Nova da Alfândega, Edifício da Alfândega
4050-430 PORTO
<https://www.ccalfandegaporto.com/en/>

Access for all delegates is through the main entrance.
All badges and documents should be collected from OSCE PA Registration desk located in Sala dos Despachantes, level 0 (ground floor).
Once delegates have collected their badge, they can access the session areas.

Contacts

International Relations and Cooperation Division

Ms. Ana Margarida Isidoro, Advisor of the Portuguese Delegation
Telef. +351213919280 / +351912000544 – ana.isidoro@ar.parlamento.pt

Mr. Nuno Paixão, Advisor of the Portuguese Delegation
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Public Relations and Protocol Division

Ms. Cátia Rodrigues
Telef. +351917533616 – catia.rodrigues@ar.parlamento.pt
Ms. Helena Rodrigues
Telef. +351213919208 – helena.rodrigues@ar.parlamento.pt

International Secretariat of the OSCE Parliamentary Assembly

Ms. Odile Lelarge, Head of Conference Services
Telef. +4533378040 – odile@oscepa.dk

Draft Programme¹

Saturday, 28 June 2025

Arrival of participants – Registration (in the afternoon)
Meeting of the Secretaries of Delegations followed by a visit of the Alfândega do Porto Conference Centre building (evening)

Sunday, 29 June 2025

Meeting of the Standing Committee (morning)
Opening Plenary Session (afternoon)

Monday, 30 June 2025

General Committee Meetings (morning)
Working lunch on Gender Issues (upon registration)
Thematic activities (afternoon)

Tuesday, 1 July 2025

General Committee Meetings (morning and afternoon)
Evening reserved for embassies and consulates.

Wednesday, 2 July 2025

General Committee Meetings (morning)
Plenary Session (afternoon)

¹ Please note that this draft programme is subject to change.

Thursday, 3 July 2025

Plenary Session (morning)

Departure of participants

Friday, 4 July 2025

Departure of participants

Hotels and Accommodation

Block reservations have been made by the Portuguese Parliament in several hotels (official hotels of the Annual Session) from 28 June to 3 July. For arrivals before 28 June or departures after 3 July, please reach out to the contact person at the hotel.

Participants are kindly requested to **make their own reservations** as soon as possible in one of the official hotels of the Session listed below, by using the hotels' website, reservation link or e-mail provided.

Requests for hotel reservations will be treated on a **first-come-first-served basis**.

Please note that cancellation policies may vary for each hotel. Rates are per room, per night including breakfast, VAT and Wi-Fi. Local tax (currently EUR 3) per person and per night is not included.

Please consult the official websites of the hotels for details about their amenities.

| Hotel | Room Rates | Reservation Deadline | Payment and Cancellation Policies |
|---|---|----------------------|---|
| <p>Sheraton Porto Hotel & Spa (5*) Rua Tenente Valadim 146, 4100-476 Porto Phone: +351 22 040 40 00</p> <p>Joana Carvalho Phone: +351 22 040 41 28 Email: joana.carvalho@sheratonporto.com</p> <p>Website: https://www.marriott.com/en-us/hotels/oposi-sheraton-porto-hotel-and-spa/overview/</p> | <p>Deluxe Room Single: 195 € Double: 215 €</p> | <p>27 May 2025</p> | <p>All bookings must be guaranteed by credit card</p> <p>At the moment the reservation is made 1 night will be charged in the credit card, non-refundable, as a guarantee of the reservation</p> <p>Remaining nights to be paid directly at the Hotel</p> <p>The client shall pay to the hotel, the total stay of every room that is not occupied at expected and reserved date (late arrivals and no-shows). Early check outs will be charged for the full length of reserved stay</p> |
| <p>Booking link: https://www.marriott.com/event-reservations/reservation-link.mi?id=1722427005986&key=GRP&app=resvlink</p> | | | |

| | | | |
|--|---|----------------------|---|
| <p>Crowne Plaza Porto (5*) Avenida da Boavista 1466, 4100-114 Porto Phone: + 351 22 607 25 00</p> <p>Email: opocp.events@ihg.com</p> <p>Website: www.crowneplaza.com/porto</p> | <p>Standard Room Single: 185 € Double: 200 €</p> | <p>27 May 2025</p> | <p>Hotel will charge 1 night to your credit card upon receipt of the form duly completed and signed The remaining nights will be paid when checking-in</p> <p>Cancellation made until 28 March 2025 – no cancellation fee</p> <p>Cancellation made between 29 March and 27 May – cancellation fee of 1 night will be applied</p> <p>Cancellation/Reduction made after 28 May – reservation will be charged to the provided credit card for the whole stay</p> |
| <p>Booking Form: Reservation Form – Annex 1 Please send the Reservation form by email to: opocp.events@ihg.com</p> | | | |
| <p>Eurostars Aliados (5*) Avenida dos Aliados 211, 4000-067 Porto Phone: + 351 22 040 1300</p> <p>Jéssica Machado grupos@eurostarsaliados.com</p> <p>Website: https://www.eurostarshotels.co.uk/eurostars-aliados.html</p> | <p>Double Deluxe Single: 209 € Double: 219 €</p> | <p>28 April 2025</p> | <p>Free cancelation until 28 April 2025</p> <p>Cancelation after 28 April / No Show: you will be charged for the entire stay</p> |
| <p>Booking email and promo code: To make the reservation please send an email to grupos@eurostarsaliados.com with the promo code OSCEPA25 You will receive a link to do the payment. The link is valid for 24h, so in case you don't do the payment the reservation will be cancelled.</p> | | | |
| <p>Porto Palácio Hotel by The Editory (5*) Avenida da Boavista 1269, 4100-130 Porto Phone: + 351 22 608 66 00</p> <p>Inês Silva Email: i.silva@editoryhotels.pt</p> <p>Website: https://www.editoryhotels.com/en/porto-palacio/</p> | <p>Executive Rooms Single: 130 € Double: 145 €</p> <hr/> <p>Deluxe Rooms Single: 145 € Double: 160 €</p> <hr/> <p>Executive Suites Single: 205 € Double: 220 €</p> | <p>29 June 2025</p> | <p>Free cancelation until 48 hours before check in day</p> <p>No Show / Early Departure / Late Arrival: you will be charged for the entire stay</p> |

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|---|--|----------------------|--|
| <p>Booking site and promo code: All reservations must be made directly on the hotel's website https://www.editoryhotels.com/en/porto-palacio/ with promo code OSCEPA2025</p> | | | |
| <p>The Editory Boulevard Aliados Hotel (5*) Avenida dos Aliados 141 147, 4000-067 Porto Phone: + 351 22 010 25 00</p> <p>Inês Silva Email: i.silva@editoryhotels.pt</p> <p>Website: https://www.editoryhotels.com/en/boulevard-aliados-porto/</p> | <p>Double Standard Single: 200 € Double: 215 €</p> | <p>29 June 2025</p> | <p>Free cancellation until 48 hours before check in day</p> <p>No Show / Early Departure / Late Arrival: you will be charged for the entire stay</p> |
| <p>Booking site and promo code: All reservations must be made directly on the hotel's website https://www.editoryhotels.com/en/boulevard-aliados-porto/ with promo code OSCEPA2025</p> | | | |
| <p>InterContinental Porto - Palácio das Cardosas (5*) Praça da Liberdade 25, 4000-322 Porto Phone: + 351 22 003 56 00</p> <p>Marta Ferreira Email: marta.ferreira@ihg.com icporto.groups@ihg.com</p> <p>Website: https://www.ihg.com/intercontinental/hotels/gb/en/porto/prtha/hotelde tail</p> | <p>Run of the House Single: 300 € Double: 320 €</p> | <p>10 April 2025</p> | <p>Your booking is only guaranteed after a valid credit card number has been provided and the 1st Night's stay has been charged with success Remaining night(s) can be paid directly at the Hotel upon check-in</p> <p>Free cancellation until 15 April 2025 Cancellations between 16 April and 31 May: 50% Cancellation penalty Cancellations after 1 June / No Show: you will be charged for the entire stay</p> |
| <p>Booking link: https://www.intercontinental.com/redirect?path=rates&brandCode=IC&localeCode=en&regionCode=1&hotelCode=PRTHA&checkInDate=28&checkInMonthYear=052025&checkOutDate=03&checkOutMonthYear=062025&PMID=99801505&GPC=MM3&cn=no&viewfullsite=true</p> | | | |

| | | | |
|--|--|----------------------|--|
| <p>Hospes Infante de Sagres Porto (5*) Praça D. Filipa de Lencastre 62, 4050-259 Porto Phone: + 351 22 339 85 00</p> <p>Luísa Faria Email: luisa.faria@infantesagres.com Or events@infantesagres.com</p> <p>Website: https://www.hospes.com/en/infante-sagres-porto/</p> | <p>Run of the House Single: 300 € Double: 320 €</p> | <p>10 April 2025</p> | <p>Your booking is only guaranteed after a valid credit card number has been provided and the 1st Night's stay has been charged with success Remaining night(s) can be paid directly at the Hotel upon check-in</p> <p>Free cancellation until 15 April 2025 Cancellations between 16 April and 31 May: 50% Cancellation penalty Cancellations after 1 June / No Show: you will be charged for the entire stay</p> |
| <p>Booking Form: Reservation form – Annex 2 Please send the Reservation form by email to: luisa.faria@infantesagres.com</p> | | | |
| <p>BessaHotel Boavista (4*) Rua do Dr. Marques Carvalho 111, 4100-325 Porto Phone: + 351 22 605 00 00</p> <p>Phone: + 351 22 605 00 08 Email: groups@bessahotel.com</p> <p>Website: https://boavista.bessahotel.com/en/</p> | <p>Single: 142 € Double: 156 €</p> | <p>28 March 2025</p> | <p>At the moment of booking a credit card will be requested for total payment of the reservation, and no changes or cancellations will be allowed</p> |
| <p>Booking site and promo code: All reservations must be made directly on the hotel's website https://boavista.bessahotel.com/en/ with promo code OSCEPA2025</p> | | | |
| <p>Hotel da Música (4*) Mercado do Bom Sucesso, Largo Ferreira Lapa 21 a 183, 4150-323 Porto Phone: + 351 22 607 60 00</p> <p>Email: res.hmp@hoteldamusica.com</p> <p>Website: https://www.hoteldamusica.com/en/</p> | <p>Single: 115 € Double: 130 €</p> | <p>30 March 2025</p> | <p>At the moment the reservation is made 1 night will be charged in the credit card, non-refundable, as a guarantee of the reservation</p> <p>Remaining nights to be paid directly at the Hotel</p> |
| <p>Booking email and promo code: To make the reservation please send an email to res.hmp@hoteldamusica.com with the promo code OSCEPA2025</p> | | | |

REGISTRATION

Secretaries of the Parliamentary Delegations of the OSCE PA should register participants via the OSCE PA online registration platform by **Sunday 25 May 2025**. Please indicate the preliminary travel information and the name of the hotel when you register your delegation.

The specific links for registration of Parliamentary Delegations of Partners for Co-operation and Official Observers will be sent to the points of contact of those delegations on 10 March 2025.

The Registration and Information desk will be located in Sala dos Despachantes, level 0 (ground floor) of the Alfândega do Porto Congress Centre, starting Saturday 28 June 2025 from 15:00 to 20:00. For the rest of the Annual Session, registration will be open every day from 07:45 until the end of official meetings.

All participants, including accompanying persons, are kindly requested to register as soon as possible after their arrival. They will be required to show photographic identification when registering (passport or identity card). All participants and accompanying persons will be able to collect their badges, conference bags and documents after their registration.

A provisional List of Participants will be made available. In order to enable the OSCE PA International Secretariat to issue the final list and to ensure the accuracy of its content, national delegations are kindly requested to indicate any corrections to the provisional list at the Registration desk.

TRANSPORTATION

Airport transfers

Participants arriving on **28 and 29 of June 2025 at the Francisco Sá Carneiro International Airport (OPO)** will be offered transportation to their respective official hotels. On these dates there will be a Welcome Desk in the Arrivals Terminal. There will be no direct shuttle from the airport to Alfândega do Porto Congress Centre.

Participants arriving on other dates or staying in hotels other than the official hotels are asked to make their own arrangements.

Francisco Sá Carneiro International Airport (OPO) (<https://www.portoairport.pt/en/opo/home>) is located approximately 12 km from the city centre, approximately a 30-minute drive (depending on traffic).

There will be one direct shuttle from the Alfândega do Porto Congress Centre to the airport leaving at 12:30 on 3rd July 2025.

Transportation from the official hotels to Francisco Sá Carneiro International Airport will be organized on Thursday, 3 July 2025, from 13:00 to 22:00 and all day on Friday, 4 July 2025.

Transportation Schedules will be available at the official hotels and at the Transportation Desk at the Alfândega do Porto Congress Centre.

Secretaries of Delegations are requested to indicate – and update when necessary – information about accommodation and flight information (flight numbers, arrival, and

departure dates) via the OSCE PA online registration system for all their delegates, as well as accompanying staff and accompanying persons.

Taxi

Licensed taxis without prior reservation will be available for passengers arriving at Francisco Sá Carneiro International Airport. These cars are situated in a taxi station located at the exit of the terminal and will take passengers in order of arrival.

Transportation during the Session

Transfers for delegates between the official hotels, the Alfândega do Porto Congress Centre and related events will be provided by the host parliament.

Transportation schedules will be available at the official hotels, at the Transportation Desk at Alfândega do Porto Conference Centre and the OSCE PA APP.

PASSPORTS AND VISAS

All participants must check beforehand if they need a Visa to enter Portugal by visiting the [Portuguese Ministry of Foreign Affairs official Website](#).

Delegates who require an entry visa should contact the Embassy or Consulate representing Portugal in their country of residence to check the requirements necessary to obtain a visa for the Annual Session.

Participants traveling to Portugal must comply with the regulations governing travel to and staying in the Schengen area.

IDENTIFICATION AND SECURITY

For security purposes, **all participants**, including accompanying persons, observers, delegation staff and members of the press, are requested to **wear their identity badges at all meetings and social events**. Identity badges will be needed to access all conference events, including social events.

Loss of identity badges should be reported immediately to the conference staff at registration.

For security reasons, all participants, observers, delegation staff and members of the press must also be able to show their identity card or passport upon request.

DIPLOMATIC REPRESENTATIONS

The [list of the diplomatic missions in Portugal](#) is available on the official website of the Portuguese Ministry of Foreign Affairs. Please inform your embassies and diplomatic representations about your stay in Porto.

The evening of Tuesday, 1st July will be reserved for embassies and consulates.

DOCUMENTATION AND COPYING SERVICES

The OSCE PA International Secretariat will send electronic documents folders in PDF format to all delegations. Most of the documents related to the Annual Session will be uploaded on the OSCE PA event APP and can also be downloaded from the OSCE PA website.

A limited number of documents will be printed. Secretaries of Delegations are advised to make arrangements to print documents needed in advance.

Printers and photocopying machines will be at the disposal of the Secretaries of Delegations at the Alfândega do Porto Conference Centre in designated areas.

INTERPRETATION

During the various official meetings of the Annual Session, simultaneous interpretation will be provided in all six official languages of the OSCE: English, French, German, Italian, Russian, Spanish and in Portuguese.

Organizers of the side events will have to make their own arrangements for interpretation if needed.

SIDE EVENTS – SPONSORSHIP FOR ACCESS OF NON-PARLIAMENTARY PARTICIPANTS

As in most parliaments in the OSCE region, access for non-parliamentary participants to the premises of OSCE Parliamentary Assembly meetings is granted upon request by Members of Parliament.

Only Members of the Parliament who are official delegates in the Annual Session of the OSCE PA will be able to register and organize side events in the premises of the Alfândega do Porto Congress Centre. Delegates hosting a meeting or an event are fully responsible for the costs, programme, and participants invited.

The OSCE PA International Secretariat declines any responsibility for these events.

OSCE Parliamentary Assembly meetings are streamed on the internet, and open to the public through other means including coverage of meetings by journalists.

Meetings are intended to facilitate dialogue among parliamentarians, but access by non-parliamentarians is welcome – space allowing – upon request by Members of the OSCE PA officially registered for the 2025 Annual Session.

Sponsoring Members take full responsibility for the sponsored participants and are requested to clarify the duration of their access to the OSCE PA meeting. Access to certain parts of the premises and programme may be restricted to parliamentarians and their staff.

Those sponsoring access of non-parliamentary participants are asked to use the form Annex A (available upon request). The registration deadline for non-participants is Monday 2 June 2025.

Proposals to organize side meetings need to be communicated to the International Secretariat of the OSCE PA from Monday 5 May 2025 to Monday 2 June 2025, by filling out and returning the application form Annex B (available upon request), clearly indicating the purpose of the event and name/titles/functions of the registered organizers.

All participants must be accredited by the OSCE PA and in possession of an OSCE PA Badge. They will be subject to security checks upon entering the building.

Due the limited number of rooms available, bilateral discussions and meetings between delegations or between OSCE PA bodies will be given priority. To the extent possible, the International Secretariat will allocate meeting rooms on a first-come-first-served basis.

Events involving third parties should preferably be planned outside the premises of the Alfândega do Porto Congress Centre. Most official hotels have meeting spaces available for hire and there are many other meeting spaces in central Porto. Early booking is recommended.

CATERING

Catering will be provided exclusively by the Alfândega do Porto Congress Centre. Side event organizers will be responsible for catering orders and covering the costs.

Details, including deadlines, will be provided to organizers of side events upon request.

Lunch will be available to purchase in the Alfândega do Porto Congress Centre. There are restaurants nearby the Alfândega do Porto Congress Centre. A list of restaurants will be available at the information's desk.

In accordance with the Alfândega do Porto Congress Centre regulations, please note that food and/or beverages are not allowed in any meeting rooms.

ACCOMPANYING PERSONS PROGRAMME

Two half-day tours for accompanying persons will be organized on the 30th of June and the 1st of July.

The departure and return for both activities will be from/at Main entrance of the building of Alfândega do Porto Congress Centre. Registered participants are kindly requested to be present at the meeting point at 09:00.

For additional information, please contact the Information Desk or send an email to Public Relations and Protocol Division

Ms. Ana Couto

ana.couto@ar.parlamento.pt

Telef. +351213910858

Ms. Susana Rolim

Susana.rolim@ar.parlamento.pt

Accompanying persons may participate in all evening events organized by the host.

Accompanying persons are kindly requested to sign up for excursions in advance and to wear their identity badges during every part of the general programme.

Children under 18 years of age must be accompanied by a parent. The participation in the accompanying persons programme is under the exclusive liability of the individual participants.

INSURANCE

Personal and medical insurance is the responsibility of individual participants. The host Parliament will not be responsible for any lost luggage, currency or personal effects, or any medical costs.

MEDICAL FACILITIES

Medical assistance will be available throughout the meetings. A medical office will be located in the Alfândega do Porto Congress Centre. However, illness requiring medical treatment and hospitalization is the responsibility of the individual. Participants taking medicine should bring enough to cover their needs.

Please note that the general telephone number in case of emergency (medical, fire or security) is **112**.

DRESS CODE

Business attire is required for formal occasions and most of social events.

CLIMATE AND TIME ZONE

Porto is part of GMT Time (UTC+00:00).

The average temperature in Porto in June and July is around 22°C maximum and 17°C minimum.

CURRENCY

The currency in Portugal is Euro €.

Most types of cards are accepted at merchants and restaurants. Cash can be withdrawn at any time from ATMs in the city, as well ATMs located in the building of the Alfândega do Porto Congress Centre and official hotels.

Some Taxis do not accept debit/credit cards.

ELECTRICITY

The voltage in Portugal is 220V and European style two-pin are used.

TELECOMUNICATION

The international code for Portugal is 00351/+351, followed by a phone number. Access to Wi-Fi will be available at the Alfândega do Porto Congress Centre. Many public places in Porto offer free wireless internet, including restaurants and bars.

SPECIAL REQUIREMENTS

Secretaries of Delegation should inform Public Relations and Protocol Division of the Portuguese Parliament of delegates with mobility limitations in order to make the necessary transportation and other arrangements in advance. (Ms. Cátia Rodrigues, catia.rodriques@ar.parlamento.pt)

SMOKING

Smoking is prohibited in all public buildings in Portugal. The Alfândega do Porto Congress Centre has a designated smoking area, and this area will be clearly signposted.



HOTEL RESERVATION FORM

| | |
|--------------|---|
| GROUP'S NAME | OSCE Parliamentary Assembly Annual Session – Porto 2025 29 June – 03 July 2025 |
|--------------|---|

| | |
|----------------|--|
| Client's Name | |
| Address | |
| Telephone | |
| E-mail | |
| Arrival Date | |
| Departure Date | |

Type of room required for your stay at the Crowne Plaza Porto? (Please tick)

| | | |
|------------------------------------|---------|--|
| Standard Room for Single occupancy | 185,00€ | |
| Standard Room for Double occupancy | 200,00€ | |

+ City Touristic Tax: 3,00€ per person / per night

- Rates per night and inclusive of buffet breakfast served in the Restaurant (07/10-30 am).
- Free Wi-fi and Free access to Fitness Room

CUT OFF DATE: 27th May 2025

There is a limited room block for this Event.

Please make your reservation at your earliest convenience in order to guarantee the availability and the event special rates.

GUARANTEE YOUR RESERVATION:

Reservations must be guaranteed by credit card:

Direct Credit Card

Please complete all fields mentioned below regarding credit card details:

| | |
|----------------------|--|
| Credit Card Number | |
| Expiry Date | |
| CVV number | |
| Authorized signature | |

or

Credit card by secure link

Please send the reservation form and an official link will be sent to your email.

Payment Conditions:

- Hotel will charge 1 night to your credit card upon receipt of this form duly completed and signed.
- The remaining nights must be paid when checking-in.

Cancellation Policy:

- Cancellation made until 28th March 2025 – no cancellation fee.
- Cancellation made between 29th March and 27th May 2025 – cancellation fee of 1 night will be applied.
- Cancellation made from 28th May – reservation will be charged to the provided credit card for the whole stay.

Please send this form back by email to: opocp.events@ihg.com

As soon as we receive your reservation form, Hotel will send you the confirmation by email.

We look forward to a successful and rewarding conference. Thank you!

HOTEL CROWNE PLAZA PORTO

Boavista 1466, 4100-114 Porto, Portugal. T. +351 22 607 25 00 F. +351 22 600 20 31 E. opocp.reservations@ihg.com W.crowneplaza.com/porto
 Hotel is owned by PRK Atlantic Hotel Porto, SA. Operated by IC Hotels Management (Portugal) Unipessoal Lda
 Propriedade de PRK Atlantic Hotel Porto, SA. – Av. Da Boavista, 1466, 4100-114 Porto. NIPC PT Nº 514 830 417
 Capital Social 2.769.450,00€, Matricula 514 830 417 Porto



RESERVATION FORM – HOSPES INFANTE SAGRÉS

ROOMS BLOCKED UNTIL 10/04/2025

AFTER THIS DATE, RESERVATIONS REQUESTED WILL BE CONFIRMED SUBJECT TO AVAILABILITY, AND RATES MAY CHANGE AT THE TIME OF CONSULTATION

E-mail: luisa.faria@infantesagres.com

Phone Number : 00.351.220.035.620

Att. Luisa Faria

**OSCE PARLIAMENTARY ASSEMBLY ANNUAL SESSION – PORTO 2025
HOSPES INFANTE SAGRÉS – PORTO, PORTUGAL**

| | | | |
|--|--|--------------------------------|--|
| <input type="checkbox"/> Mr.. | | <input type="checkbox"/> Mrs.. | |
| Last Name : | | Name : | |
| Companion (if applicable):..... | | | |
| Check-in:..... | | Check-out:..... | |
| Phone nº..... | | E-mail:..... | |
| Run of the House | | | |
| <input type="checkbox"/> Single - 300,00 € por noite | | | |
| <input type="checkbox"/> Double - 320,00 € por noite | | | |

Rates per room per night including the following free services and benefits:

- Buffet breakfast in the restaurant
- Wireless Internet system (WI-FI) throughout the hotel

*The above rates are valid for reservations made between June 28th 2025 to July 03rd 2025

- Check-in: from 15h00 / Check-out: until 12h00

IMPORTANT NOTE:

City Tax: A city tax of 3 euros per person per night, not included in the total amount, will be charged and must be paid on site. This tax only applies to bookings and stays made from this date onwards. This tax will be charged to guests over the age of 14 and will be applied to bookings of up to 7 consecutive nights.

Early Check-in/Late Check-out (subject to hotel availability): Refers to 100% of the rate per night, per room

Payment Method Booking Guarantee

Your reservation is only guaranteed once you have sent us a valid credit card number and the 1st Night has been charged. Please note that we will request a credit card to guarantee the reservation through our platform called "Celopay" as well as to charge it, once you send us this form filled. If no credit card is provided, the reservation will not be guaranteed, and it will be cancelled. Remaining night(s) can be paid directly at the Hotel upon check-in.

Cancellation Policy and No Shows to consider for individuals' reservations

Cancellations until 15th of April 2025: Possibility to cancel the reservation free of charge

Cancellations from 16th of April to 31st of May: 50% Cancellation penalty

Cancellations after 1st of June 2025: Full cancellation penalty

No Shows: 100% Penalty cost

Early Check Out / Late Arrival: Upon availability or in order to guaranteed this request, need to book the previous our following night

No Shows: Full payment of stay

Early departures / Late arrivals: Full payment

Date :/...../.....

Signature :